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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

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DATE: 21 March 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 13 - 20 March

1. Guest speakers for Operations Support #20 have been briefed on the [] Case so that maximum reference can be made, tying the case into all phases of the course. A copy of the case was given to [] as the coverage on Plans and Programming Staff has been subject to considerable student criticism. It is hoped with the case as background the programming for this type activity will add to the student comprehension of and interest in PPC's overall function.

2. A letter was submitted to [] requesting the services of a Junior Officer Trainee to work on the [] phase of the new case.

3. [] Management Staff, reviewed the lecture material given in the Administrative Procedures on regulations manuals and indicated that he would be very happy to have instructors who cover the use of regulations manuals check with him in order to make a few minor changes in the material. The possibility was explored of including a lecture in Operations Support on the subject of initiation of regulations and the processing of proposed regulations. At this time the subject material [] wishes to cover seems more appropriate for inclusion in the Management Course.

[] indicated he would be contacting [] on this.

4. [] of the Contacts Division/00, telephoned regarding the performance of [] a two-week student of Operations Support #19, as the evaluation had not reached his office. This brought up the problem of the evaluations on two-week students only, not being prepared until the entire course has been completed. To provide separate evaluations on the first phase students would add considerably to the office work load. At this time the value of such an exercise is questionable. This will be discussed with the A & E Staff.

5. [] SSA/DDS, inquired again this week on what participation we would have in the requested coverage on cable instruction. He was told of [] program which is to be handled entirely by guest speakers [] It was suggested that [] send a member from the DDS to this course and compare the instruction with the type given in Operations Support and let us know if he wishes any further assistance from us after the course has been run.

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6. We have requested a special electric bolt lock for the vault door. This will enable us to control the vault door during the day from Room 149 and eliminate the need for running the combination whenever the vault must be entered.

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7. [] has completed the first draft of the []
[] This is being read by staff members and will be taken
by [] to several experienced case officers recently
returned from the field for review. Logistics Officers will also be
consulted.

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8. [] and I presented lectures in the BOC
this week.

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